



## Department of Energy

Official File

Bonneville Power Administration  
P.O. Box 3621  
Portland, Oregon 97208-3621

SHARED SERVICES

March 28, 2003

In reply refer to: CHR-1

Mr. Dan Seligman  
Columbia Research Corporation  
209 W. Evergreen Blvd., Suite 605  
Vancouver, WA 98660

Dear Mr. Seligman:

I received your Freedom of Information Act (FOIA) request dated March 14, 2003 (FOIA Request #03-021) and your subsequent clarification dated March 14, 2003. The following information summarizes your request and what we are providing in response.

1. A copy of BPA's standards, criteria and guidelines for issuing performance awards and retention allowances to BPA employees.
  - This information is contained in the identified Personnel Letters (PLs), which are included as Attachments 1-3:
    - A. PL 451-1 (BPA Recognition System)
    - B. PL 530-3 (Recruitment/Relocation Bonuses and Retention Bonuses/Incentives for Hourly Employees)
    - C. PL 575-2 (Recruitment Bonuses, Relocation Bonuses, and Retention Allowances for Annual Employees)
2. The amount of employee bonuses paid by BPA in FY02 separated by business line and the dollar amount per employee for meeting agency level performance goals.
  - Employee Bonuses paid in FY02 for meeting agency level performance goals:

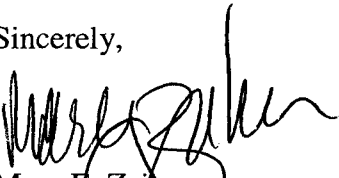
	Avg \$/employee	Total \$
Corporate	\$658	\$445,077
Power	\$693	\$302,647
Transmission	\$669	\$1,268,898
Total (All of BPA)	\$670	\$2,016,622

- A recent memo from the acting Chief Operating Officer noting a revision to the awards program is included in Attachment 4.

3. The individual performance bonuses paid by BPA to all Senior Executive Service employees of BPA in FY02.
  - SES Performance Bonuses paid in FY02: \$72,946
4. A complete list of all BPA employees who receive a retention allowance.
  - A list of all employees that receive a retention allowance is provided in Attachment 5.
  - A recent memo from the acting Chief Operating Officer noting the pending elimination of most retention allowances effective June 1, 2003 is included in Attachment 6.
  - Per your letter dated March 14, 2003 it is sufficient to reference policy for personnel that approve retention allowances in response to item 4(f). Please reference PL 530-3 (part VI) and PL 575-2 (part V) for a detailed explanation of responsibilities and authorities.
  - Department of Energy (DOE) Headquarters approves retention allowances for SES employees. As a result, the response to item 4(g) would be to submit a FOIA request to DOE to obtain the reason for SES retention allowances. The link to DOE's FOIA Program website is: <http://www.ma.mbe.doe.gov/execsec/foia.htm>. Address and phone:  
FOIA Officer  
United States Department of Energy  
1000 Independence Avenue, SW  
Washington DC 20585  
Phone (202) 586-5955

We have not exempted any material from this disclosure. There will be no charge for the processing of this request.

Sincerely,



Mary E. Zeiner  
Manager, Employee Services

Attachments

1. PL 451-1 with Appendix D
2. PL 530-3
3. PL 575-2
4. Awards Program Memo
5. Retention Allowances
6. Retention Allowance Memo